

ORDER

U. S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1730.8

5/4/89

SUBJ: FAA GRAPHIC STANDARDS

1. PURPOSE. This order identifies graphic standards for the Federal Aviation Administration (FAA). It also implements Order DOT 1360.6, Department of Transportation Graphic Standards.

2. DISTRIBUTION. This order is distributed to the division level in Washington headquarters, regions, and centers; managers in the overseas area offices; and limited distribution to all field offices and facilities.

3. CANCELLATION. Order 1365.1, Department of Transportation Graphic Standards, dated November 23, 1981, and Order 1730.4, Agency Building, Installation, and Office Identification, dated August 31, 1967, are canceled.

4. BACKGROUND. *U.S. Department of Transportation Graphic Standards Manual* (implemented by Order DOT 1360.6) and *Graphic Standards for the Federal Aviation Administration* were both distributed (in looseleaf form) in 1981. These standards have been in use since their publication.

5. EXPLANATION OF CHANGES. This revision:

- a. Implements the publication *Graphic Standards for the Federal Aviation Administration*.
- b. Includes information on deviations from prescribed standards.
- c. Provides information on obtaining copies of the manuals.
- d. Replaces the signage standards in Order 1730.4 with *those in Graphic Standards for the Federal Aviation Administration*.

6. SCOPE. *U.S. Department of Transportation Graphic Standards Manual* and *Graphic Standards for the Federal Aviation Administration* provide guidance in the areas of signage, aircraft and ground vehicle painting, publications, and stationery.

7. DEVIATIONS.

a. **Signage.** Deviations to external building sign standards and specifications may be made to comply with building rules, leasing limitations, and/or GSA regulations. All other deviations shall be approved by heads of major organizations, or their delegated representatives, and the record noted showing alternatives and other factors considered in support of the deviation.

b. **Publications and stationery.** Requests for deviations from prescribed standards must be submitted to the Office of Management Systems.

8. CORRECTIONS TO THE DOT GRAPHIC STANDARDS MANUAL. Appendix 1, Errata Sheet, "Graphic Standards for the U.S. Department of Transportation," contains items that have been changed since the publication of *U.S. Department of Transportation Graphic Standards Manual*.

9. COPIES. Copies of U.S. *Department of Transportation Graphic Standards Manual* and *Graphic Standards for the Federal Aviation Administration* are available from the DOT Warehouse, M-443.2.

A handwritten signature in black ink, appearing to read "Michael D. Sherwin", followed by a horizontal line.

Michael D. Sherwin
Director of Management Systems

Errata Sheet"Graphic Standards for the U.S. Department of Transportation"

<u>Page No.</u>	<u>Description of Change(s)</u>
2.3	All DOT letterhead and notepaper stationery will be printed in dark blue, PMS 281. All letterhead copy, exclusive of the Signature will be set 8/9 Helvetica Light.
2.2, 2.3	All Executive letterheads and Executive notepaper showing titles of <u>Secretarial</u> officers will use the stacked version of the Department Signature (top, page 1.2).
2.1, 2.3	All references to the DOT business card will be deleted.
2.8	All reference to paper color for the DOT Memorandum will be deleted.
2.10	The DOT Route Slip will be slightly modified to allow names for multiple distribution in the upper right-hand corner. The word "Title" will be deleted. References to paper color for Route Slip will be deleted.
3.3	Copy references indicating a requirement for a paper dummy mock-up for publications and for designer supervision of printing will be deleted.
3.4, 3.12	Copy references to all the alphabets in the manual, including TransBook and TransBold, will indicate <u>equivalent</u> alphabets may be used except in the Signature or Seal.
3.12	Copy reference will indicate that type for publications may be set either justified or unjustified.

